



MEMORANDUM

TO: Cochise County Board of Supervisors

FROM: Trudy Berry, County School Superintendent

DATE: May 12, 2014

RE: Fund 283 Balance

There has been a negative fund balance of \$1864 carried over in this Federal Grant for the past three years. In the past, ADE disbursed a portion of grant funds at the beginning of each fiscal year and it was our responsibility to apply for reimbursement as the funds were used and return the unused funds at the end of the fiscal year. Since that grant year has been closed, ADE will no longer honor our requests to reimburse that amount and we are not able to claim it as an expense to zero out that negative balance.

At the recent meeting held with the Budget Team, it was recommended that we ask the Board to pay this balance out of the General Fund to avoid an audit finding. Not only has ADE made changes but our office staff has also revised procedures to prevent repeating this type of error.

Thank you for your consideration in this matter.